

**Membership Balance Plan**  
**National Intelligence University Board of Visitors**

**Agency:** Department of Defense

- 1. Authority:** The Secretary of Defense, pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (Agency Authority), National Intelligence University Board of Visitors (hereafter referred to as “the Board”).
- 2. Mission/Function:** The Board, under the provisions of the FACA, shall provide the Secretary of Defense, through the Under Secretary of Defense for Intelligence and the Director, Defense Intelligence Agency, independent advice and recommendations on matters related to mission, policy, accreditation, faculty, student, facilities, curricula, educational methods, research, and administration of the National Intelligence University.
- 3. Points of View:** The Board shall be comprised of no more than 12 members. The Department of Defense (DoD), in selecting individual members for this advisory committee, looks for individuals with extensive professional experience in the fields of national intelligence, defense, and academia. The Department has found that viewing the complex issues facing Defense Intelligence through a multidiscipline advisory committee provides the Department and, more importantly, the American public, with a broader understanding on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Board members shall be appointed on an annual basis by the Secretary of Defense.

The Secretary of Defense may approve the appointment of Board members for one to four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Board’s sponsor. In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

- 4. Other Balance Factors:** Candidates for appointment are selected from the national intelligence community, academia, and former senior military officers. Individual appointments are based on the subject matter being reviewed by the Board and a review of the individual’s experiences and knowledge of issues related to the mission, policy, accreditation, faculty, student, facilities, curricula, educational methods, research, and administration of the National Intelligence University.

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- 5. Candidate Identification Process:** The National Intelligence University, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive backgrounds in the areas of primary interest to the University. They seek new members, who will balance the qualifications of current members, consistent with the National Intelligence University interests. Potential candidates are identified by the National Intelligence University community, including existing Board members, and in some instances, based upon discussions with other professionals. Nominations may be requested through the Federal Register and websites and may be requested from all geographical locations within the United States or its Territories.

Once potential candidates are identified, the Director, Defense Intelligence Agency, reviews the credentials of each individual and narrows the list of potential candidates. During the Director's review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters that will be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

After the list of candidates has been narrowed, it is forwarded to the Under Secretary of Defense for Intelligence for review and formal nomination to the Secretary of Defense. Prior to nominating the potential candidates, the list of candidates will undergo a review by the Department of Defense Office of General Counsel (DoD OGC) and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements; for example, compliance with the advisory committee's charter and membership balance plan. Following this review, the Under Secretary of Defense for Intelligence formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following the Secretary of Defense or Deputy Secretary of Defense's approval, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

- 6. Subcommittee Balance:** The Department, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task groups, or working groups deemed necessary to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the advisory committee's sponsor.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Board appointments are made, and these individuals may come from the parent committee or new nominees, as recommended by the advisory committee's sponsor and based upon the matters under consideration.

As required by the Board's charter, these subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

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**7. Other:** The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered federal lobbyists.

**8. Prepared:** February 27, 2012